

## CHAPTER 8 ENGINEERING EVALUATION/COST ANALYSIS (EE/CA) APPROVAL MEMORANDUM

### 8-1. Introduction.

a. This chapter discusses the purpose, format, and approval process for the EE/CA Approval Memorandum.

b. If the PAE and SI phases determine that a NTCRA is appropriate for a site, an EE/CA Approval Memorandum is required. The EE/CA Approval Memorandum, which is executed by the OE Design Center, is the decision document that authorizes execution of an EE/CA. Documentation to support the EE/CA Approval Memorandum may be available from the INPR, ASR, and other sources. Once completed, the EE/CA Approval Memorandum becomes a part of the Administrative Record for the site.

8-2. EE/CA Approval Memorandum Functions. The EE/CA Approval Memorandum serves four functions:

- a. Secures management approval to conduct the EE/CA.
- b. Documents that the situation meets the NCP criteria for initiating a response action and that the proposed action is non-time critical.
- c. Provides detailed information pertaining to the site background; threats to public health, welfare, or the environment posed by the site; and projected costs.
- d. Denotes completion of the PAE and SI phases of the OE response process for a site.

8-3. EE/CA Approval Memorandum Approval Process. The EE/CA Approval Memorandum is executed by the OE Design Center and forwarded to the district for subsequent submittal to HQUSACE. The District Commander, as delegated by the MSC Commander, should sign the EE/CA Approval Memorandum.

8-4. EE/CA Approval Memorandum Format. The EE/CA Approval Memorandum will be prepared in accordance with the format shown in Table 8.1. In addition to the items listed in Table 8.1, the EE/CA Approval Memorandum will include an explanation that justifies the need for the response action. Additional guidance is available in the DERP-FUDS Program Manual.

Table 8.1  
EE/CA Approval Memorandum Format

Section	Title
1	Subject
2	Background
3	Threat to Public Health, Welfare, or the Environment (Includes Expected Change if No Action Taken)
4	Imminent and Substantial Endangerment, if present
5	Enforcement Actions
6	Proposed Project/Oversight and Cost
7	Approval/Disapproval